



TOWN OF WEST HARTFORD

AGENDA ITEM SUMMARY

Item No. 8
File No. 1364

To: Town Council
From: Matt Hart, Town Manager
Date: January 22, 2019
CC: Essie Labrot, Jared Morin, Peter Privitera
Subject: Resolution (Hart) Appropriating \$8,288 in the Fiscal Year 2018-2019 General Fund Budget for the Purchase of Equipment for the West Hartford Town Council. (1364)

Background: Town staff recently reviewed and recommended the purchase and implementation of Agenda Management Technology (Board Docs). In order to utilize this technology, eleven (11) iPads will be purchased for use by the Town Council, Town Manager and Town Clerk during Town Council meetings and subcommittee meetings.

The Town Clerk has funds available for this purchase in the State Library Historic Documents Preservation Account, which by State Statute Sec. 11-8i; 1108j allows their use for “preservation and management of historic documents”, including “information technology to facilitate the performance of duties integral to the maintenance and tracking of historic documents”.

Operational Impact: The use of this Agenda Management Technology will allow efficient access, development, and tracking of agenda materials.

Financial Impact: As of January 1, 2019, the Historic Documents Preservation Account has a balance of \$20,433. The total cost of the iPads is \$8,288, leaving a balance of \$12,145 available for appropriation for future eligible projects.

Staff anticipates that the annual licensing cost of \$9,600 for this software will be offset by savings of \$12,288 in staff time and office supplies, resulting in net savings of \$2,688 per year. In addition, the software will improve accessibility and provide other enhancements for Council, staff, and the public.

Legal Review: Corporation Counsel has reviewed and approved the form and legality of the attached resolution.

Project Schedule: Training on Board Docs for staff and Town Council members will begin January 29th with planned transition to this new process for the February 12th Town Council meeting.

Recommendation: In order to provide the resources needed to best use the BoardDocs platform, staff recommends Council approval of the attached resolution.

Attachments: See attached resolution.

**RESOLUTION APPROPRIATING \$8,288 IN THE FISCAL YEAR 2018-2019
GENERAL FUND BUDGET FOR THE PURCHASE OF EQUIPMENT FOR THE WEST
HARTFORD TOWN COUNCIL**

WHEREAS, in order to allow the efficient access, development, and tracking of Town Council agenda materials a recommendation has been made to purchase and implement agenda management software, and

WHEREAS, use of this technology requires the purchase of eleven (11) iPads for use by Town Councilors, the Town Manager, and the Town Clerk during Town Council meetings and subcommittee meetings at a cost of \$8,288, and

WHEREAS, funds are available in the State Library Historic Documents Preservation Account for this qualifying purchase,

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF WEST HARTFORD authorizes the purchase of eleven (11) iPads and hereby amends the fiscal year 2018-2019 budget of the General Fund as follows:

Estimated Revenues

01-020100-10201-9247	Charges for Services	\$8,288
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Appropriations

01-020100-10201-2103	Equipment	\$8,288
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(Hart)

1/22/2019